



**INDIANA SUPREME COURT  
DIVISION OF STATE COURT ADMINISTRATION**

## **COURT REFORM GRANTS**

### **Grant Application**

**LETTER OF INTEREST DEADLINE**

**May 1, 2008**

**APPLICATION DEADLINE**

**July 1, 2008**



## **COURT REFORM GRANT APPLICATION PROCEDURE**

Funds are available to assist courts in a district or county in assessing their organization and also for helping implement recommended improvements. Applicant courts will identify a particular problem they want to solve, reform they want to achieve, or a general desire that the district/county would benefit from an objective assessment of the current organization, management, and processes and identification of best practices. The Division of State Court Administration will work with prospective grant applicants to develop letters of interest and grant applications and with the grant recipients to select an organization to perform the study. Thereafter, the grant recipient will need to apply for a second grant to help implement the recommendations, although recipients of the initial study grants with successful studies will have preference for subsequent implementation grants.

The judges in a district or county may apply for these grants by submitting a letter of interest and an application to the Division of State Court Administration. Proposed projects must engage the majority of judges in the district or county. Collaboration with and input from the clerks and bar is strongly recommended.

### **Court Reform Grant Purpose Areas**

The court reform grants target three areas:

- A. Judicial district governance and court reform efforts
- B. County level court reform and efficiency efforts
- C. Special program efficiency efforts

A. The judicial district grants may include proposals to study, recommend, and implement, on a district-wide scale:

1. Leadership/governance structures, such as an executive committee, chief judge, professional court administrator, etc., with authority parameters and other incidents of governance.
2. Comprehensive and uniform personnel policies for court employees, including factors such as standard job descriptions, recruitment, discipline and advancement policies.

3. Judicial resource management plans, including factors such as transfer of judicial officers, elimination of the use of practicing lawyers as judges pro tem, and sharing of staff, physical resources, and facilities.

4. Program management plans for efficient delivery of specific district programs such as indigent defense, court interpreter, GAL/CASA, Family Court, and *pro se* or *pro bono* services.

5. Implementation of all or part of CourtTools, a judicial performance evaluation system developed by the National Center for State Courts and being implemented in many states;

6. Development and implementation of a best practices manual or guidelines for defining and allocating functions among the court and clerk staffs.

B. The county level grants will support projects as are set out above in items 2 to 6 for the district. In addition, special focus will be given to the development of a single funding request for all the courts in the county.

C. The special program efficiency grants may be sought for single county, multi-county or district level special programs that could benefit from reevaluation and restructuring. For instance, the following scenarios would be eligible for grants under this target area:

1. A district with heavy *pro se* caseload wants to organize and implement pro se help center in cooperation with its pro bono commission to be used by clerks and courts in the district;

2. Several smaller counties want to establish a court interpreter program that's managed centrally;

3. A county with several courts but separate budgets and staff wants to find ways to share resources such as court reporters, probation staff, facilities, etc.

### **Reporting Requirements**

The grant recipients will have to make quarterly financial reports and semi-annual narrative progress reports.

### **Project Period**

- The study project period for the initial study will be 12 months.
- The implementation project period will be 12 months.

### **Grant Award Amounts**

Although the exact annual amount of available grant funding cannot yet be determined, we anticipate that funding will be available for approximately five studies per year. The initial

study grants will be for up to \$30,000. Grants for implementation of the study recommendations will be for up to \$40,000.

### **Due Date And Submission**

Your **Letter of Interest** must be received in the office of the Indiana Supreme Court, Division of State Court Administration, **on or before May 1, 2008**, at 30 South Meridian Street, Suite 500, Indianapolis, IN 46204. The **Final Court Reform Grant Application** must be received in the office of the Indiana Supreme Court, Division of State Court Administration, **on or before July 1, 2008**, at 30 South Meridian Street, Suite 500, Indianapolis, IN 46204.

You may fax a copy to the attention of Lilia Judson, at 317.233.6586 or send an electronic copy to [ljudson@courts.state.in.us](mailto:ljudson@courts.state.in.us), with an original to follow at the above address. Electronic copies of the application are available on the Indiana Supreme Court website at [www.in.gov/judiciary](http://www.in.gov/judiciary) under "New Features."

## **GRANT TERMS AND CONDITIONS**

In order to receive Court Reform Grant funds, each applicant must agree to the following grant terms and conditions. The requesting judge (or judges, in the case of a multiple-county applicant) must initial in front of each term and condition where indicated.

\_\_\_\_\_ Use and maintenance of grant funds, and modification of use. The grant funds may be used only for the purposes listed in your Court Reform grant Application and its Budget. A request to amend the purpose for which the grant funds may be spent may be filed in writing with the Division of State Court Administration for approval. The Supreme Court may request the return of unspent grant funds if the applicant county fails to comply with these terms and conditions.

\_\_\_\_\_ I agree to abide by the terms and conditions for the use of Court Reform funds.

\_\_\_\_\_  
Name of Judge

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date

**Court Reform Grant**

**Letter of Interest**

**Due on or before May 1, 2008**

1. This Letter of Interest is for:

- a. \_\_\_\_\_ District program grant
- b. \_\_\_\_\_ County program grant
- c. \_\_\_\_\_ Special program efficiency grant
- d. \_\_\_\_\_ Don't know yet

2. Please describe in a one to two page document a problem you wish to resolve or an improvement you wish to achieve under the targeted areas (See paragraphs (A) 1-6, (B) or (C) in the Procedure document).

3. Please discuss the anticipated commitment and involvement of all the other judicial officers, the clerk(s), bar and other key stakeholders.

4. Contact person: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **COURT REFORM GRANT APPLICATION**

Your application must be received in the office of the Indiana Supreme Court, Division of State Court Administration, **on or before July 1, 2008**, at 30 South Meridian Street, Suite 500, Indianapolis, IN 46204. You may fax a copy to the attention of Lilia Judson at 317.233.6586 or send an electronic copy to [ljudson@courts.state.in.us](mailto:ljudson@courts.state.in.us), with an original to follow at the above address. Electronic copies of the application are available on the Indiana Supreme Court website at [www.in.gov/judiciary](http://www.in.gov/judiciary) under "New Features."

**1. This application is being submitted by the judges of the courts in.**

**District:** \_\_\_\_\_

**County or Counties:** \_\_\_\_\_

**2. This application is for a grant.**

- a. \_\_\_\_\_ To conduct an initial study; or,
- b. \_\_\_\_\_ To implement the recommendations of a study.

**3. Grant Purpose Area.** This is an application for:

- a. \_\_\_\_\_ District program grant
- b. \_\_\_\_\_ County program grant
- c. \_\_\_\_\_ Special program efficiency grant (single county, multi-county or district)

**4. Grant Supervising Judge.** The judge who will be leading the project and serving as lead contact for notice and other communications is:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. **Grant Project Manager.** The person who will manage the project at local level and will be completing the periodic reports is:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. **Purpose of Court Reform Study.** Please describe in as much detail as possible to purpose for which you will use the grant funds. Please attach additional pages, if necessary.

- (a) **District level projects:** Describe in one to three page narrative memo the problem you wish to address, improvements you wish to make, or best practices you wish to develop under one or more of the target areas listed in items 1 through 6 above. Also, please discuss anticipated outcomes and possible implementation strategies.
- (b) **County level projects.** As with the District level projects, please discuss in one to three page narrative memo the county level problem you wish to address, improvements you wish to make, or best practices you wish to develop under one or more of the project's target areas listed in items 2 through 6 above. Also, please discuss anticipated outcomes and possible implementation strategies.
- (c) **Special program efficiency project.** Discuss in one to three page narrative memo the particular program you intend to address, describe its present problems, improvements you wish to make, and efficiencies you expect to achieve. Please discuss anticipated outcomes and possible implementation strategies.

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7. **Judicial Commitment.** Please advise if all of the Judges in the county/district will actively participate in your court reform project. If all the Judges will not be actively involved, do they endorse the project? Please attach additional pages, if necessary.

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8. **Coordination with other court-related programming.** Please indicate below any other court-related programming or grants that exist in your county (*pro se* programming, pro bono programming, GAL/CASA programming, Court Improvement Program grants, or ADR Plan with \$20 increased filing fee pursuant to IC 33-23-6, family court project, drug and other problem solving court solutions, and briefly state how they will be coordinated with the court reform project. Please attach additional pages, if necessary.

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9. **Grant Request Amount and Budget.** If your project is awarded a grant, the Division will work with you to select a consulting entity that will conduct the study. We anticipate that initial grants will be of up to \$30,000.

If you have specific process or entity in mind, then please use the attached budget chart to submit a proposed budget for the proposed project. Please include a budget narrative to explain details of your budget, including, but not limited to, a description of all

employee positions and whether they are anticipated to be full or part time, and a description of the amount and purpose of any proposed contracts for personal services. Please attach additional pages, if necessary.

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For grant period from 1/1/08 to 12/31/08	Court Reform Grant	In-Kind	Other	Total
<b>Personnel Costs:</b>				
Employee salaries*(including taxes and benefits)				
Contracted personal services**				
<b>Total Personnel Costs</b>				
<b>Non-Personnel Costs:</b>				
Rent/Utilities				
Equipment				
Travel				
Postage				
Copying and printing				
Supplies				
Training				
Other expenses (Please specifically list)				
<b>Total Non-Personnel Costs</b>				
<b>Total Budget</b>				
*Please list each position separately and indicate whether full or part time.				
**In a separate narrative, please describe each proposed contract's purpose and amount.				

**10. Additional Comments, if any.** Please include any additional comments that you believe would assist the Supreme Court in assessing your application for court reform grant funds. Please attach additional pages, if necessary.

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**11. Certification.** I have read the foregoing application and attached proposed budget, and I certify that the statements therein are correct. If awarded a grant under this proposal, I agree to use the funds in the manner outlined in this application.

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Name of Grant Supervision Judge

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Signature of Grant Supervising Judge

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Date